|  |
| --- |
| INTRODUCTORY FAMILIARIZATION OF EMPLOYEES WITH WORKPLACE |

|  |  |  |
| --- | --- | --- |
| COMPANY: | **ÚSTAV TERMOMECHANIKY AV ČR, v.v.i.****Dolejškova 1402/5, 182 00 Praha 8** |  |

 **RECORD of instructing employees in measures concerning occupational safety and health and fire safety**

|  |  |  |  |
| --- | --- | --- | --- |
| **First name:** |  | **Department:** |  |
| **Surname:** |  | **Workplace:** |  |

The employees signed below have been, within the meaning of requirements imposed by Act No. 262/2006 Coll. (the Labour Code), § 101, paragraph 3 and 4, and Act No 133/85 Coll. on fire safety as amended by later regulations, acquainted with the basic duties at the workplace, i.e.:

with the facts that are important for occupational safety and health of all the employees at the workplace i.e. with:

* + premises of the workplace, access communications,
	+ escape paths, with possible places and sources of danger
	+ contacts to fire brigade
	+ contacts to fire report office
	+ contacts to employees trained in health care
	+ duty to follow warning symbols, signals of danger and instructions of professionally competent persons,
	+ duty to be present only in the area determined by supervisors,
	+ ban on manipulating appliances that have not been designated for their work
	+ fire alarm regulations (or other fire documents) and fire-fighting devices,
	+ no admission to the workplace under the influence of alcohol or narcotics
	+ ban on smoking except in the determined areas (or ban on smoking in all the premises of the organisation)
	+ duty to report without delay every occupational accident, incident, and the rise of fire, to competent persons
	+ duty to take care of own safety, as well as of third parties who are present at the workplace (mainly customers, suppliers, etc.) with their knowledge
	+ with identified risks, including measures taken to minimise them
	+ with principles of providing personal protective equipment

**RECORD**

**of instructing employees in safe manipulation, operating manuals for machines, equipment, hand tools, appliances, personal protective equipment.**

**List of machines and equipment:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| The employees signed below confirm with their signature that they have been acquainted with the manuals of the above mentioned machines, equipment, hand tools, appliances, personal protective equipment, etc. on the basis of the requirements of the Labour Code, Government Order No. 591/2006 Coll. on detailed minimal demands on occupational safety and health in the course of work on sites, Government Order No. 362/2005 Coll. on detailed demands on occupational safety and health at sites with danger of fall from a height or to a depth, and Act No. 22/1997 Coll. on technical demands on products.The employees further confirm that they have been acquainted with the above mentioned facts and that they will follow these duties that include other measures concerning occupational safety and health and fire safety they have been acquainted with. |

Date of training:

Name and signature of the trained person:

First name and surname of the person performing the training: …………………………………………………

Signature: ……………………………………………………………………